



**U.S. DEPARTMENT OF COMMERCE  
Bureau of the Census  
Recruiting Bulletin**

ISSUE DATE: November 14, 2007  
CLOSING DATE: **Open-Continuous**

Recruiting Bulletin No.: AF-30-07-368

**This bulleting will remain open until sufficient applicants are received. It will be open for a minimum of 30 days.**

Number of Vacancies: Few

AREA OF CONSIDERATION: Dallas Regional Census Center

POSITION: Clerk, GG-0303-03 (\$24,830 - \$32,278)  
Clerk, GG-0303-04 (\$27,874 - \$36,242)

PROMOTION POTENTIAL: GG-04

EXCEPTED SERVICE APPOINTMENT: This is a two year Schedule A time-limited appointment with a possible two year extension.

WHO MAY APPLY: **All U.S. Citizens**

\* Must submit a separate completed Application for each grade level applied.

**DUTIES:** The incumbent performs clerical support duties for support of the 2010 Census. Clerks may support staff in administrative, field operations, space leasing, geographic, partnership, or recruiting areas. Clerks will receive, sort, open, control and route incoming mail. Clerks will maintain correspondence files. Clerks will also receive telephone and personal callers and directs them to appropriate office employees based on knowledge of employees' areas of responsibility. Clerks maintain a variety of logs. Clerks may maintain stockroom supply levels. Operates various office machines. Performs other clerical duties as required.

**QUALIFICATIONS:**

**GG-03: 6 Months General Experience OR 1 Year Above High School**  
**GG-04: 1 Year General Experience OR 2 Years Above High School**

General Experience is described as: Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform clerical duties.

*You may qualify for a position based on your education, experience, or a combination of both.*

You may qualify for a position based on your education, experience, or a combination of both. If qualifying based on education, you **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.



- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience Include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes will not be accepted.

Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (214) 296-4005.

**APPLICATION DEADLINE:** All applications must be received by the closing date of the recruiting bulletin. Applications received after this due date will not be considered. All documents must be submitted and received at the address listed below or hand carried on the date of the test. If you apply using any other method, your application will be disqualify.

Bureau of the Census  
Dallas Regional Office  
2777 N. Stemmons Freeway, Suite 200  
Dallas, Texas 75207  
ATTN: Blas Rueda Caraballo, HR Specialist

#### **CONDITIONS OF EMPLOYMENT:**

- This is a Mixed-Tour work schedule, which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment, OF-306, to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**ADDITIONAL INFORMATION:** Employees who receive a Voluntary Separation Incentive Payment (VSIP) or "Buyout" and subsequently return to a position in federal agencies, whether by reemployment or contracts for personal services are obligated to repay the full amount of the buyout to the agency that paid it.

**THE U.S. DEPARTMENT OF COMMERCE / BUREAU OF THE CENSUS IS AN**

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**  
**1-800-835-9752 EXT 34428**  
**TDD (214) 655-5363**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.